

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Human Resources
POLICY	4700 – Uniform

Objective The objective of this policy is to outline the requirements for the provision, maintenance, and use of uniforms.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “uniform” means special or protective clothing that the Legislative Assembly requires to be worn by an employee.

1. General

.01 The Legislative Assembly may require some employees to wear a uniform specific to their job. The Legislative Assembly supplies these uniforms, retains ownership of them, and may request the return of a uniform at any time.

.02 Uniforms must be sourced from a British Columbia vendor.

.03 The Legislative Assembly may specify that footwear and any accessories, such as socks or tights, worn with a uniform must be of a specific colour or type (e.g., closed-toe shoes). The Legislative Assembly will not provide or reimburse the purchase of such items, which are the responsibility of the employee.

2. Responsibilities

.01 An employee who has been provided a uniform will:

- a) wear the uniform as required;
- b) take reasonable and appropriate care of the uniform;
- c) not modify the uniform in any way (such as the addition of crests and the like); and
- d) not wear their uniform outside of scheduled work hours, other than in transit to and from work, or as determined appropriate by the director of the employee’s department.

.02 The Legislative Assembly will:

- a) determine which positions require a uniform;
- b) determine the design, material, colour, and style of the uniform, including badges, crests, and other elements;
- c) procure and supply the uniform to an employee in their required sizes;

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- d) clean and maintain the uniform, or make other acceptable arrangements consistent with statutory provisions, such as the cleaning allowance provided under *Procedure 4300.1 – Allowances and Premiums*; and
- e) make arrangements for uniform alterations as required and approved by the director of the employee’s department.

.03 An employee may be required to replace or repair, at their own expense, a uniform item that has been provided to them if the item is lost or damaged due to the employee’s lack of reasonable and appropriate care.

3. Uniform Assignments

.01 A department director is responsible for developing uniform requirements within their department, in accordance with operational needs and health and safety regulations, and considering cost-effectiveness. When developing uniform requirements, a department director must consider inclusive or adaptive options that are accommodating to a diversity of employees, e.g., body size, disability, neurodivergence, religious or cultural garments, gender expression, pregnancy.

.02 A department director must seek approval from the member of the Clerk’s Leadership Group responsible for the department regarding uniform requirements for a department’s employees, and for any proposed changes to uniform requirements for a department’s employees. Updates are approved using the *Uniform Appendix Revision Approval Form*.

.03 Uniform allotments are outlined in:

- a) Appendix A for departmental staff; and
- b) Appendix B for Table Officers and the Sergeant-at-Arms.

.04 A department director is responsible for deciding whether the department will arrange for laundering of an employee’s uniform, considering cost-effectiveness and efficiency. If centralized laundering is not provided, the department director must notify Payroll when the employee is eligible for the cleaning allowance and if there are any changes to eligibility.

4. Replacement of Uniform

.01 The Legislative Assembly will reuse uniform components where appropriate.

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- .02 A uniform or its components may be replaced as required (e.g., normal wear), as determined by the department director.
- .03 When a uniform no longer fits an employee, the employee will inform their supervisor, and the employee will be issued a replacement uniform as soon as possible. The employee must return the old uniform to the Legislative Assembly.

5. Return of Uniform

- .01 All uniform items must be returned to the Legislative Assembly if the employee is on leave greater than 6 months, and upon the employee’s resignation, retirement, termination, or change to a position that no longer requires a uniform.
- .02 At the discretion of the responsible director, an employee may be allowed to keep certain uniform items if those items are not marked with a Legislative Assembly identifier, are of nominal value, and may not be repurposed by the Legislative Assembly.

6. Uniform Inventory

- .01 The director of each department that issues uniforms must maintain an up-to-date inventory listing of all uniform items. The department director is responsible for ensuring that all uniform items are tracked and have proper decision documentation with respect to use and removal from inventory.
- .02 Uniform items removed from inventory must be disposed of in an appropriate manner at the discretion of the department director. For branded clothing, disposal should be by means that would not result in reuse of the clothing (i.e., not be donated to a consignment store).

7. Table Officers and the Sergeant-at-Arms

- .01 Where this policy gives responsibility to a department director, in the case of Table Officers and the Sergeant-at-Arms such responsibility rests with the Clerk of the Legislative Assembly. In the case of the Clerk of the Legislative Assembly, such responsibility rests with the Speaker.
- .02 The department responsible for uniforms for Table Officers and the Sergeant-at-Arms is the Office of the Sergeant-at-Arms.

8. Footwear Reimbursement

- .01 The Legislative Assembly offers an employee reimbursement for 1 pair of footwear, or the resoling of 1 pair of existing compliant footwear, up to \$200 per fiscal year, when all of the following requirements are met:

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- a) specialty protective footwear is required in order to mitigate potential workplace hazards that may be encountered on a regular basis as a function of the employee’s position;
- b) footwear is specifically identified in the approved Appendix C of this policy; and
- c) the corresponding receipt is provided by the employee when seeking reimbursement.

Additions may be made to Appendix C with approval of the Chief Human Resources Officer by using the *Footwear Reimbursement Eligibility Approval Form*.

.02 Reimbursement receipts must be original and identify the following information:

- a) the retailer;
- b) the total amount paid;
- c) the footwear manufacturer; and
- d) the model of footwear.

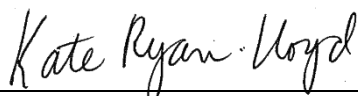
If unavailable on the receipt, employees must also provide a copy of any included product tagging that identifies the safety components incorporated into the footwear in satisfaction of the provisions identified in Appendix C of this policy.

.03 For footwear covered under Appendix C of this policy, the Legislative Assembly may specify that the footwear required as part of a uniform be of a specific colour and type (e.g., closed-toe shoes).

Contact Questions regarding this policy may be directed to Human Resources at human.resources@leg.bc.ca.

Procedures *Uniform Appendix Revision Approval Form*
Footwear Reimbursement Eligibility Approval Form

References ***Policy 4300 – Salary Administration***



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

October 1, 2025

Date

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POLICY HISTORY

Version 1	July 29, 2019
Version 2	May 25, 2020
Version 3	October 1, 2025

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**APPENDIX A
UNIFORM ALLOTMENT FOR EMPLOYEES OF
LEGISLATIVE ASSEMBLY ADMINISTRATION DEPARTMENTS**

Hansard Services		
Position	Uniform Item	Quantity Upon Appointment
Audio Supervisor	Crested blazer	1
Parliamentary AV Technologist	Crested blazer	1

Precinct Services		
Position	Uniform Item	Quantity Upon Appointment
Capital Planning and Development		
All	Jacket – optional	1
Legislative Facility Services		
All	Shirts	4
	Pants	2
	Fleece vest	1
	Raingear (jacket/pants)	1
Day Staff	Jacket (cold weather)	1
Parliamentary Dining Room		
Regular Full-Time Staff Auxiliary (2+ Years of Service)	Name Tag	1
	Shirts	4
	Pants	2
Sessional Staff	Name Tag	1
	Shirts	2
	Pants	1
Kitchen Staff	Chef's jacket	Uniform items are provided to an employee for the duration of their shift rather than being assigned to an individual employee
	Pants	
	Apron	

Parliamentary Education Office		
Position	Uniform Item	Quantity Upon Appointment
Regular Tour Staff /Gift Shop Staff	Name Tag	1
	Dress Shirts	4
	Pants or Skirts	3
	Vests	2
	Blazers	1
	Cardigan	1
	Tie or Scarf	1
	Hat (optional)	1
Summer Tour Staff	Name Tag	1

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	Dress Shirt	1
	Polo Shirts	4
	Pants, Skirts, Shorts	3
	Cardigan	1
	Hat	1
Parliamentary Player	Costumes (depending on character, may include period- appropriate hats, shoes, shirts, suits, dresses, and accessories)	2

Office of the Sergeant-at-Arms		
Position	Uniform Item	Quantity Upon Appointment
Sessional Officer (Chamber, Gallery, Corridor)	Name tag (first name only)	1
	Blazers	2
	Pants	3
	Dress shirts (short sleeve or long sleeve)	6
	Ties	2
	Belt	1
	White gloves (Chamber, Corridor)	1
	Sweater – optional	1
Screening Officer / Mail Room Officer	Name tag (first name only)	1
	Pants	3
	Dress shirts (short sleeve or long sleeve)	6
	Jacket	1
	Belt	1
	Gloves (Kevlar) – pair	1
Special Constable	Name tag	1
	Shirts (short sleeve or long sleeve)	6
	Trousers	3
	Rapid assault shirt	1
	T-shirts	2
	Duty belt (inner)	1
	Duty belt (outer)	1
	Keepers belts	4
	Gloves (Kevlar) – pair	1
	Body armour (external)	1
	Body armour (internal) – optional	1
	Tactical pouches	Up to 10
	Tekloc radio holster	1
	Ballcap	1
	Toque	1
	Tilley hat – optional	1
Outer jacket	1	
Fleece jacket	1	

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Safety Officer	Rain pants – optional	1
	Name tag	1
	Shirts (short sleeve or long sleeve)	6
	Trousers	3
	Rapid assault shirt	1
	T-shirts	2
	Duty belt (inner)	1
	Duty belt (outer)	1
	Keepers belts	4
	Gloves (Kevlar) - pair	1
	Body armour (external)	1
	Tactical pouches	Up to 10
	Tekloc radio holster	1
	Ballcap	1
	Toque	1
	Tilley hat – optional	1
	Outer jacket	1
	Fleece jacket	1
Rain pants – optional	1	

Note 1: Employees may request optional uniform items where required based on operational need as determined by the individual administering the departmental uniform inventory.

Last update: October 1, 2025

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APPENDIX B

UNIFORM ALLOTMENT FOR TABLE OFFICERS AND THE SERGEANT-AT-ARMS

A Table Officer will be provided with the following uniform allotment upon appointment:

Quantity	Uniform Item Description	Replacement Provision
2	Barristers robe	To be replaced only if beyond repair or unsuitable for wear (e.g., discoloured, worn, torn, no longer the appropriate size).
2	Barristers waistcoat	
Up to 6	Barristers tabs	
1	Cufflinks (pair)	
Up to 4	Black or grey pinstripe pants or skirts	May be replaced when the item is beyond repair or unsuitable for wear (e.g., discoloured, worn, torn, no longer the appropriate size). May be replaced earlier at the discretion of the Clerk.*
Up to 7	White legal shirts (wing collared)	

* If the Table Officer is the Clerk, items may be replaced earlier at the discretion of the Speaker.

The Sergeant-at-Arms will be provided with the following uniform allotment upon appointment:

Quantity	Uniform Item Description	Replacement Provision
1	Bicorne hat	To be replaced only if beyond repair or unsuitable for wear (e.g., discoloured, worn, torn, no longer the appropriate size).
2	Cutaway coat with vest	
2	Barristers waistcoat (sleeveless)	
2	White bow tie	
1	Cufflinks (pair)	
Up to 4	Black or grey pinstripe pants or skirts	May be replaced every 3 years. If the item is beyond repair or unsuitable for wear (e.g., discoloured, worn, torn, no longer the appropriate size), it may be replaced earlier at the discretion of the Clerk.
Up to 7	White legal shirts (wing collared)	May be replaced every 2 years. If the item is beyond repair or unsuitable for wear (e.g., discoloured, worn, torn, no longer the appropriate size), it may be replaced earlier at the discretion of the Clerk.
2	White gloves (pair)	

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**APPENDIX C
FOOTWEAR REIMBURSEMENT ELIGIBILITY**

The following positions are eligible for the reimbursement of specialty protective footwear that adheres to the corresponding requirements identified in column C:

A. Department	B. Position	C. Requirements
Precinct Services <i>Capital Planning and Development</i>	<ul style="list-style-type: none"> • Manager, Capital Planning and Development • Project Coordinator • Project Lead 	<ul style="list-style-type: none"> • CSA Grade 1 or 2 Protective Toe • Puncture resistant sole
Precinct Services <i>Legislative Facility Services</i>	<ul style="list-style-type: none"> • Legislative Facility Manager • Project Coordinator • All Maintenance Positions • Day Porter 	<ul style="list-style-type: none"> • CSA Grade 1 or 2 Protective Toe • Puncture resistant sole
Precinct Services <i>Legislative Facility Services</i>	<ul style="list-style-type: none"> • Cleaner 	<ul style="list-style-type: none"> • Closed, non-perforated and covers the entire foot (toes, heel, top of foot) • Water-resistant and non-porous material for spill protection • Slip-resistant rubber sole • Provides cushioning and arch and ankle support
Precinct Services <i>Parliamentary Dining Room</i>	<ul style="list-style-type: none"> • Executive Chef • Sous Chef • Cook • Dishwasher 	<ul style="list-style-type: none"> • Non-porous • Slip-resistant
Office of the Sergeant-at-Arms	All Legislative Assembly Protective Services (LAPS) Positions	<ul style="list-style-type: none"> • Water and slip-resistant duty boot
Office of the Sergeant-at-Arms	<ul style="list-style-type: none"> • Screening Officer • Mail Room Assistant • Sessional Officers that routinely perform Mailroom Duties 	<ul style="list-style-type: none"> • CSA Grade 1 or 2 Protective Toe

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